

Toward the end of each academic year, we ask that students fill out this progress report, discuss the report with their advisors, and for your advisor to provide a brief evaluation of academic progress at the end of the report. Please submit the completed form to the PhD Graduate Program Director (Helena Solo-Gabriele, [hmsolo@miami.edu](mailto:hmsolo@miami.edu)) by May 31.

**TO BE FILLED OUT BY STUDENT:**

Date of meeting with primary advisor to review this progress report:	
Student name:	
Primary research advisor name:	
Semester Started PhD Program:	
Expected Semester of Graduation:	
Current Cumulative GPA:	
This Past Fall Semester GPA:	
This Past Spring Semester GPA:	
Is the Program of Study up-to-date including the Program of Study Acknowledgment & Agreement and the Course Listing?	

**Eligibility to take qualifying exam** (See Appendix 1)

Core Courses taken	Core Area	Semester Taken	Grade	Quality Points
GPA <sup>a</sup> of Core Courses →				

<sup>a</sup>GPA in core courses must be 3.25 in order to be eligible to take the qualifying exam.

**Qualifying exam completion** (See Appendix 2)

	Yes	No
Taken "oral exam" portion of qualifying exam?		
Date of completion/planned		
Taken "written exam" portion of qualifying exam?		
Date of completion/planned		

Please document how you interact with your academic advisor (e.g., do you meet regularly, attend lab meetings if relevant, etc.):

**A list of scholarly outputs (e.g., peer-reviewed publications, book chapters, conference presentations)**

**A list of grants, fellowships, or research funds you have applied for in the past year (indicating amounts if awarded):**

**General comments or concerns (e.g., career aspirations, any challenges that may interfere with progress towards degree completion):**

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**TO BE FILLED OUT BY ADVISOR:**

	Yes	No	Yes or No, with further explanation or concerns
<i>Is this student making adequate academic progress?</i>			
<i>Feedback from advisor to PhD student:</i>			

Advisor Signature:

Name of Advisor:

Date:

## APPENDIX 1

In order for students to be eligible to start the qualifying exam process they must pass at least two courses each with a GPA of 3.25. These two courses must come from 2 out of 3 Core areas, each with options. The Core areas and associated courses are:

- Math/Statistics (MAE 601 Methods of Engineering Analysis, MTH 613 Partial Differential Equations I, MTH 642 Statistical Analysis, ISE 616 Introduction to Applied Data Analytics, BST 625 Survey of Statistical Computing),
- Transport/ Fluid Mechanics (CET 730 Advanced Fluid Mechanics, MAE 713 Transport Phenomena, MAE 612 Intermediate Fluid Mechanics, MAE 714 Computational Fluid Dynamics),
- Reaction/Kinetics (CET 761 Engineering Reaction Kinetics, ATM 750 Reaction Kinetics and Molecular Dynamics).

## APPENDIX 2

### Qualifying Exam Plan (for students admitted from Fall 2024):

#### Oral Exam

1. **Date:** Monday of the week before the Fall semester starts or alternative date depending upon availability of examination committee members.
2. **Departmental Committee:** The Graduate Program Director (GPD) appoints four CEME members to the committee, ensuring representation from different areas. The GPD serves as the committee chair.
3. **Format:**
  - By May 31 all PhD students must submit their PhD Student Progress Report to the GPD which indicates whether the student is eligible. Eligible PhD students are those who have passed the core course requirements. The GPD will confirm eligibility and will identify oral exam committee members and set the date, time, and room for the oral exam.
  - On the exam date, each eligible student presents their research, limited to 20 min.
  - Committee members ask questions related to chemical, environmental, and materials engineering principles based on the presentation. The Q&A session is limited to 20 min.
  - The committee then votes on the outcome: (1) pass, (2) conditional pass, (3) fail with an option to retake once, or (4) fail.
  - The GPD provides each student with the official decision in writing before the Fall semester starts. An electronic copy is also sent to the Office Manager for uploading to the student's file.
4. **Exception:**
  - Students who start in the Spring take the oral exam in the summer of their second year by default. However, with their advisor's approval, they can take it in the summer of their first year.
  - Students starting in the Fall who cannot complete the core course requirements due to unavailable classes in their first year can petition to take the exam in the summer of their first year with their advisor's approval. These students can receive at most a conditional pass, which will be cleared once the core course requirements are fulfilled.

#### Written Exam (Proposal Defense)

1. **Date:** Within 30 months from the beginning of the program.
2. **Committee:** The Dissertation Supervisory Committee, consisting of at least four members, including a minimum of two CEME faculty members and at least one non-CEME faculty member.
3. **Format:**
  - Students who pass the oral exam submit their dissertation proposal as the written exam for their qualifying exam.
  - Upon successful oral defense of the dissertation proposal, the Supervisory Committee Chair submits a memo to the GPD to verify that the student has passed the written exam.

- The student then submits the Application to Candidacy through the Graduate School's Dynamic Form. With the GPD's signature and final approval by the Graduate School, the student is admitted to candidacy.